

1 June 1979

Classification Review Procedure

CRP 79-30

REVIEW OF PBSUCCESS FILES

1. PBSUCCESS files have been determined to be permanent because they document a unique activity of the Agency. It appears that all files within the Agency dealing with the project were collected and retired to the AARC. Because they were gathered from different offices as well as from the field stations involved, a number of the files are duplicatory. ☐

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2. The review will, in most cases, be made folder-by-folder. Because of the finite nature of the material (all dealing with one specific project), the closeness with which all documents were held within the Agency, and the manner in which the material has been kept together, this job lends itself to the case file review concept as opposed to the normal document-by-document review. Furthermore, most individual document titles could not be entered into the DARE system because of operational sensitivity. Also, because of its diversity, the material (notes, propaganda material, newspapers, foreign language papers) does not lend itself to normal handling. Where an entire folder is composed of overt material, it is to be left unclassified, but retained as part of the file and treated as confidential. Where overt and/or unmarked material is included in the same folder with classified documents, an overall folder classification of confidential is considered sufficient protection. ☐

25X1

3. a. The files are contained in five separate jobs at present. (All are being consolidated into one new overall job for PBSUCCESS/PBIHISTORY):

59-00133R  
TQ-00075R  
57-00005R  
60-00553R  
61-00644R

b. A new job number, Job 79-01025A was obtained by LA/RMO on 10 May 1979. Duplicate sets of files are being found, and one is being recommended for destruction. Those so recommended are being sent to LA/RMO with a note stating where the retained copy is located.

c. Folders are being changed from one box to another, as necessary, to fill boxes, to get miscellaneous folders in their proper place, etc. The same is true with miscellaneous documents found in boxes.

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ORIGINAL CL BY ☐  
☐ DECL ☒ REVW ON 1979  
EXT BYND 6 YRS BY SAME  
79C 4.1

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d. New shelf lists (Form 4034) are prepared when the folders in a box have been properly prepared (duplicate copies, routing sheets, etc. removed, material is in proper chronological order and proper folders are in the box). The standard entries on the Form 4034 are pretyped on the forms, so the only additional information to be completed will be that dealing with the box contents.

e. Folders are put into new archives boxes, replacing those older ones which are in deteriorated condition. New box labels are being made, completing all information except the total number of boxes in the job. This will be put on when the entire job has been completed and the number has been determined.

f. Since the new box number will not be the same as the old box number, the new number is obtained from the master list. When this is done, the old number is cross-referenced to it, so that this list may be provided to the AARC when the boxes are returned.

g. Normal CRP instructions are followed, whether the review is by document or folder, with one exception. If a Top Secret document is found, which the reviewer determines must remain Top Secret, the document is removed from the file and sent to the LA/RMO, with the box stamp on it, indicating job number, box number and folder number. A copy of the Top Secret cover sheet indicating that the document has been sent will be put into the folder in its place.

h. Official copies of documents (coded into the records system with a file number in the lower right-hand corner) are included in the folders. Some of these have been coded into another file, and incorrectly filed in this material. When these documents are found, a copy of the document is made, placed in the folder, and the official copy placed in a hold file for forwarding to the LA/RMO. If the document has been coded into the official file for PBSUCCESS (200-6-74) it remains where it was found with no other action necessary.

i. All completed Form 4023 and Form 4034 will be held in a Master File upon completion. The 4023 will be reviewed by the DDO/RMO prior to input, and the 4034 will be forwarded to the LA/RMO for his signature and final disposition. ☐

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Chief,  
Classification Review Group

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